

**Agenda for DHT Executive Committee Meeting January 7, 2003
10:00 a.m. DHT Headquarters**

Call to order

Minutes

Financials—Walter Alvarez

Audit

Holiday party--\$610 profit

Christmas gift memberships--\$500 from Eugene Threadgill

\$500 membership—Cathy Coates

Donation for computer of \$900 from Jim Herrera

Phonethon--\$2360

Grants applying for—Peacock

Rosenberg

Goldsmith

Old Miami High Bungalow--Rich Heisenbottle

Need to lobby City for another \$100,000 for building—Logistical plans—Publicity

Aviation Kickoff Event at restored City Hall in early March

Separate underwritten luncheon or dinner tacked on to opening of City Hall?

Preservation Awards—need nominations and underwritten location (Northern Trust/ First Presbyterian?)

Preservation Today—good response to last issue; hope to put one out on aviation heritage during Dade Heritage Days if can get substantial help from Board and part-time salesperson in selling ads

Ponce de Leon Middle School—take a stand to have Coral Gables designate it historic?

Board Meeting—Wed. Jan. 15 at Bath Club

Income

	<u>Actual Month</u> <u>Nov/02</u>	<u>Actual 5 Months</u> <u>YTD</u>	<u>Annual Budget</u> <u>07/02-06/03</u>	<u>Actual Last Yr.</u>
3000 Grants			<u>124,000.00</u>	<u>87,669.00</u>
3100 Membership Dues	<u>105.00</u>	<u>7,497.80</u>	<u>16,000.00</u>	<u>16,380.00</u>
3200 Donations		<u>20,006.00</u>	<u>10,000.00</u>	<u>7,306.00</u>
3300 Administration Fees		<u>2,000.00</u>	<u>4,300.00</u>	
3350 Advertising Income	<u>75.00</u>	<u>1,420.00</u>	<u>6,000.00</u>	<u>5,400.00</u>
3400 "MHN" Publication Sales		<u>3,659.56</u>	<u>10,000.00</u>	<u>43,959.34</u>
3450 Merchandise Sales		<u>256.00</u>	<u>100.00</u>	
3500 Meeting/Event Income	<u>35.00</u>	<u>35.00</u>	<u>15,000.00</u>	<u>3,750.00</u>
3510 Tour Income				<u>910.00</u>
3550 Sponsorships			<u>10,000.00</u>	<u>8,000.00</u>
3600 *Other Income	1,105.00			<u>602.19</u>
3601 Author's Fees				<u>2,000.00</u>
3900 Interest Income(Bank)	<u>93.75</u>	<u>239.91</u>		<u>576.33</u>
3901 Investment/ Dividend Income			<u>600.00</u>	<u>45.78</u>
3999 Reimbursement Expenses		<u>123.95</u>		<u>216.55</u>
4000 Brickell Park Legal Defense Fund				
4001 Credit card sales/Villagers				
4002 Endowment Fund				<u>1,100.00</u>
4004 Save Old Miami High		<u>1,020.00</u>		<u>45,471.00</u>
4005 Hampton House		<u>150.00</u>		<u>1,210.00</u>
4006 Revolving Fund Administration Fee		<u>70,000.00</u>	<u>70,000.00</u>	
4007 Insurance DHT Headquarters		<u>13,500.00</u>		
<u>Income</u>	<u>1,413.75</u>	<u>119,908.22</u>	<u>266,000.00</u>	<u>224,596.19</u>

*Phonathon

EXPENSE	Actual Month Nov/02	Actual 5 Month YTD	Annual Budget 7/02-6/03	Actual Last Year
5000-SALARY EXPENSES	7,134.68	39,650.80	119,000.00	84,498.70
5115- MEETING/EVENT/ CATERING	241.26	514.10	8,000.00	3,425.97
5120-MERCHANDISE PURCHASE		680.00	1,000.00	932.17
5200-PRINTING/DESIGN			20,000.00	8,006.00
5300-REPAIR & MAINTENANCE	75.00	415.19	9,500.00	732.19
5400-LICENSES & PERMIT'S	708.90	930.95	1,500.00	1,152.25
5450-WASTE REMOVAL		839.86	1,600.00	1,594.08
5500-CONTRACT SERVICES			2,500.00	5,189.88
5600-UTILITIES	159.94	948.42	2,500.00	2,212.93
5700-INSURANCE		6,331.17	8,000.00	7,736.18
5710-ACCOUNTANT FEES		1,750.00	4,000.00	3,500.00
5750-PROFESSIONAL/LEGAL FEES		434.29	5,000.00	5,379.50
5800-ADVERTISING & PROMOTION		100.00	10,000.00	9,500.10
5810-PRINTING	440.66	1,071.06		20,377.04
5820-AWARDS/PRIZE & GIFTS		57.50	2,000.00	2,070.50
5830-SPECIAL & FUNDRAISING EVENTS- EXPENSES/SPKRS		195.00	10,000.00	1,732.31
5840-SEMINARS/CONFERENCES/MTGS.	238.42	1,579.37	3,000.00	792.49
5850-PHOTOGRAPHY/SIGNS & BANNERS		477.48	5,000.00	4,546.73
5990-MISC.LICENSING & TAX			3,000.00	462.65

6010-PAYROLL TAXES	<u>676.74</u>	<u>3,886.22</u>	<u>9,500.00</u>	<u>11,296.17</u>
6015-MEDICAL INSURANCE	<u>500.00</u>	<u>2,500.00</u>	<u>5,400.00</u>	<u>4,050.00</u>
6200-VEHICLE EXPENSE		<u>21.00</u>	<u>150.00</u>	<u>738.05</u>
6300-PAYROLL PROCESSING SERVICE	<u>100.62</u>	<u>811.84</u>	<u>1,200.00</u>	<u>1,360.26</u>
6310-OFFICE SUPPLIES	<u>998.00</u>	<u>2,285.69</u>	<u>4,500.00</u>	<u>4,749.00</u>
6320-TELEPHONE	<u>409.57</u>	<u>2,055.62</u>	<u>4,800.00</u>	<u>5,219.04</u>
6330-DUES & SUBSCRIPTIONS	<u>40.00</u>	<u>959.00</u>	<u>2,500.00</u>	<u>2,478.98</u>
6340-MTG/EVENTS EQUIPMENT RENTAL		<u>168.93</u>	<u>1,000.00</u>	<u>940.14</u>
6500-BANK CHARGES	<u>87.50</u>	<u>171.79</u>	<u>250.00</u>	<u>111.08</u>
6510-BOOKS, MAGAZINES & PUBLICATIONS		<u>21.80</u>	<u>285.00</u>	<u>285.10</u>
6520-CREDIT CARD SALES		<u>30.49</u>	<u>300.00</u>	<u>247.76</u>
6521-CREDIT CARD DISCOUNT FEE-MEMBERSHIP		<u>12.68</u>	<u>200.00</u>	<u>333.80</u>
6600-RENT			<u>4.00</u>	
6610-EQUIPMENT-LEASE & MAINTENANCE	<u>148.00</u>	<u>1,434.99</u>	<u>4,900.00</u>	<u>5,062.35</u>
6710-VEHICLE INSURANCE	<u>393.00</u>	<u>593.00</u>	<u>750.00</u>	<u>178.00</u>
6810-POSTAGE	<u>583.33</u>	<u>1,449.92</u>	<u>7,161.00</u>	<u>7,144.39</u>
6830-TRAVEL(TRANSPORTATION & LODGING)			<u>2,500.00</u>	<u>1,192.42</u>
6840-ALARM MONITORING		<u>287.00</u>	<u>450.00</u>	<u>337.00</u>
6930-EQUIPMENT PURCHASES			<u>3,000.00</u>	
6931-DOWNTOWN MIAMI MAIN STREET PROGRAM				<u>5,000.00</u>

6932-Knight Foundation Video

6933- Reimbursement

6935-City Cemetery

6936-Credit Card sales/Villagers

6937-Save Old Miami High

6938-Hampton House

TOTAL EXPENSES

Excess Revenue Over Expenses

150.00	333.86	1,300.00	1,305.41
		250.00	250.00
	41,504.40		
	1,210.00		
13,085.62	115,713.42	266,000.00	216,120.62
(11,671.87)	4,194.80		

Phonethon

Atwood,Anthony D.	#1467	\$30.00 Buddy	10/30/02
Ball,Mona	#6701	\$30.00 Buddy	10/1/02
Belair,Renee	#6675	\$30.00 Buddy	9/30/02
Belisle, Joseph	#6218	\$50.00	10/21/02
Benson,Irene	#250	\$10.00	10/16/02
Blanc, Lodovico	#4569	\$30.00 Buddy	10/24/02
Bondurant,Gay	#404	\$300.00 Booster	10/7/02
Boyer, Dorothy	#2958	\$30.00	11/7/02
Brody, Betty	#2562	\$25.00	10/30/02
Burch, Alice	M/O	\$30.00	12/9/02
Bush,Gregory	M/C	\$30.00 Buddy	11/4/02
Castillo,Pedro	#2048	\$100.00	10/16/02
Cathy Coates	C/C	\$30.00	12/2
Cleary,Malinda	#3865	\$30.00 Buddy	10/21/02
Coates, Cathy	#0468	\$30.00	12/9/02
Culmer, Leome	#2884	\$30.00	11/7/02
Deppe, Janina	#2505	\$50.00	12/12/02
Dorothy Graham	#4281	\$30.00	12/18/02
E.B. Thomas	#4403	\$30.00	12/19/02
Fitzgerald, Dan	#5693	\$25.00	12/5/02
Gache, Richard	#2562	\$30.00	11/11/02
Goldberg, Janie	#1026	\$30.00 Buddy	11/12/02
Green, Gloria	#2016	\$30.00 Buddy	10/30/02
Greenfield,Arnold	#1963	\$300.00 Booster	9/30/02
Gross, Jane	#259	\$30.00 Buddy	10/21/02
Hanna, Monica	#2927	\$30.00 Buddy	10/21/02
Joan G. Blank	#402	\$50.00	1/2/03
King, Kristy	Visa	\$35.00	11/4/02
Klemick,Diane	Visa	\$30.00 Buddy	11/4/02
Kurry,Jonathan	#006863	\$50.00	10/30/02
Landy, Linda	#1733	\$50.00	11/7/02
Leonard,Joseph	#1374	\$15.00	10/16/02
Lopez,Robert	M/O	\$30.00 Buddy	10/8/02
Lyatt, Ann Marie	#9881	\$30.00 Buddy	10/21/02
MacIntyre,Dolly	#2723	\$100.00	11/4/02
Marx,Don	#13307	\$10.00	10/31/02
Marx,Don	#13351	\$90.00	11/15/02
McGrath,Martha	#4702	\$30.00 Buddy	9/30/02
Metcalf, Elizabeth	#6441	\$30.00	12/19/02
Mr. & Mrs. Howard Landy	#1733	\$50.00	11/7/02
Rathbone, Ward	#6467	\$30.00	1/2/03
Skinner, Crystal	#1124	\$30.00	12/2
Stiefel, Marie	#2074	\$300.00 Booster	11/4/02

Total as of Jan/03

\$2,360.00

Dade Heritage Trust 2002 Holiday Party

Income		
	\$189.00	Cash
	\$1,390.00	C/C
	\$1,074.00	checks
	\$600.00	Donation for Band
Total	\$3,253.00	
Expense		
	\$230.81	Invitations (Sir Speedy)
	\$303.00	Sam's Club (food, paper goods, wine)
	\$58.57	Honey Baked Ham
	\$94.25	Rice Platters
	\$27.58	Battery for camera
	\$291.00	Publix (condiments, Rolls, Turkey, capers, lemon, lime, cookies)
	\$105.00	Office Depot (cutlery, stock paper, name tags)
	\$250.00	Postage
	\$31.20	Mileage (120 miles)
	\$425.00	catering
	\$225.84	wine
	\$600.00	Michael Suman (Band)
Total	\$2,642.25	
Grand total	\$610.75	

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Construction Estimates -- Large Building Inspections & Condition Reports

7747 S.W. 86 St., # 301; Miami, FL 33143

Phone & Fax: Miami (305) 598-5058

Toll Free: 866 - 598-5058

Dade Heritage Trust
190 S.E. 12th Terrace
Miami, FL 33131

To All of You:

Greetings. Some of you know me....I've been an on-again-off-again member of the Trust for probably 15 years.

Personally, I think it's corny for people to write letters to organizations, or companies, etc. saying, gee, what a wonderful job you've done. Sure, it's nice that they write such letters, but to me, this conjures up images of little old ladies or people with too much time on their hands.

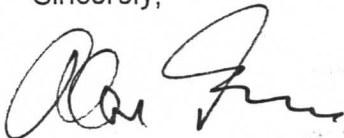
Well, today I confess that I'm laughing, but at myself. Here I am writing such a letter! I would never have believed this could ever happen!

Typically, when I get my copy of Preservation Today, I read one or two articles, scan through it, and then set it aside or toss it.

But, the "2002" issue ("Endangered Sites...") is different. I read one article. Then, weeks later, another. It floated around my desk into different "in" boxes, and "to-do" boxes, and resurfaced again and again, each time allowing me to read one more article. When I finally finished, I had to stop and think about this for a minute.....an entire magazine, where each and every article was so extremely interesting, well written, and worth reading. Further, when I saw how many things and how much was achieved by our Executive Director, Ms. Matkov, I could only sit back in my chair, scratch my head and wonder, ".....what does this woman eat for breakfast?"

As for the magazine, I am now packing it to send to my brother, Henry, a graduate of Miami High school, who now lives in Boston. I believe he will enjoy each and every article.

Sincerely,



Alan Roser

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Becky Roper Matkov

**DADE
HERITAGE
TRUST**

January 2, 2003

Mr. Alan Roser
7747 SW 86 St., #301
Miami, FL 33143

Dear Alan,

How dear of you to write such a lovely letter about *Preservation Today* magazine! Thank you so much for taking the time to express your appreciation for our efforts—it means a lot to us. In fact, it already has brightened up my New Year! (Let's hope this is a precursor of good things to come for the remaining 360 or so days...)

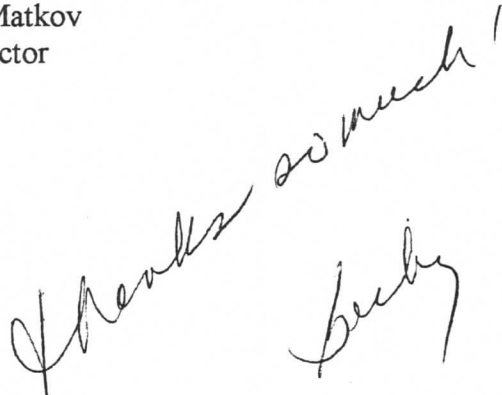
I didn't realize your brother Henry graduated from Miami High School. Please keep him posted on our efforts in the next few weeks to get the Old Miami High Bungalow moved before the end of January...the developer's clock is ticking...!

All our best wishes to you for a wonderful year ahead—and come see us!

Sincerely,



Becky Roper Matkov
Executive Director



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**DADE
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December 18, 2002

Mr. Jim Herrera
1400 S. Greenway Drive
Coral Gables, FL 33134

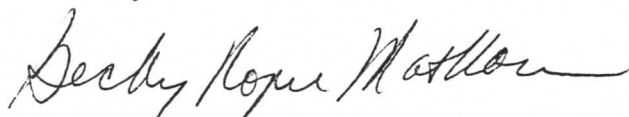
Dear Jim,

It was a pleasure talking with you at the Dade Heritage Trust party at the Morningside home of Neil and Alyce Robertson. I could hug Gay Bondurant for making sure you came! I'm enclosing a copy of some of the photos I took that night—I hope to use one in a future DHT publication.

We so appreciate your pledging up to \$1000 to pay for a new computer for our Dade Heritage Trust office. Your generosity made our evening! We have enclosed a copy of the invoice for a new Dell computer with the required specs. We will order this the instant we receive your donation. Your check to Dade Heritage Trust, a 501©3 nonprofit organization, will be tax deductible.

Thank you again for your generous support. Have a wonderful Holiday and a very Happy New Year!

Sincerely,



Becky Roper Matkov
Executive Director

cc: Gay Bondurant

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**DADE
HERITAGE
TRUST**

January 2, 2003

Mr. Jim Herrera
1400 S. Greenway
Coral Gables, FL 33134

Dear Jim,

On behalf of Dade Heritage Trust, I want to thank you so much for your lovely gift of \$900 to purchase a new computer for our office. You are indeed an angel bearing glad tidings! (And Gay Bondurant was a dear to have brought you to our Holiday Party!)

Dade Heritage Trust, a nonprofit, 501(c)3, historic preservation organization, could never succeed in all that we do without the support of good friends like you. Your contribution, for which you have received no goods or services, is fully tax deductible to the extent allowed by law.

Dade Heritage Trust greatly appreciates your generosity, and we would love to have you stop by our offices in the near future so that we can show you our shiny new Dell computer!

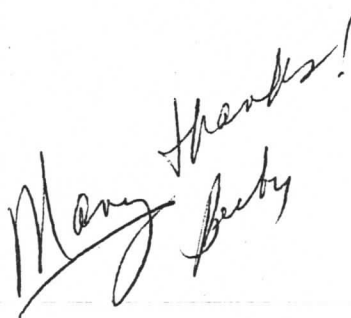
Thank you again, and Happy New Year!

Sincerely,



Becky Roper Matkov
Executive Director

cc: Gay Bondurant



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DADE HERITAGE TRUST

December 19, 2002

Mr. Eugene Threadgill
1026 Delf Drive
McLean, VA 22101

Dear Gene,

Thank you so much for your check for \$500 for two Dade Heritage Trust gift memberships for your cousins, Mrs. Betty Jones and Mrs. Helen Baden. We mailed to each one the enclosed gift certificate, the last two issues of *Preservation Today* magazine, a newsletter, and the *Miami's Historic Neighborhoods* book, which I signed with a personal note.

I enjoyed reading about the family background of Betty and Helen. It would be interesting to know where the homes were located that Percy Threadgill built in Miami in 1913 to see if they are still in existence. Perhaps they can still be found in one of our endangered historic neighborhoods!

By the way, I didn't know Fairfax County had reached a million population, though it doesn't surprise me when I see the traffic at Tyson's Corner! It saddens me to think of the open pastures and big wooded lots of McLean disappearing forever.

Your family and mine have another parallel, along with Miami and McLean, with your North Carolina family connection. My father was born in Laurinburg (we still have farmland out from Maxton), I have a cousin who lives in Raleigh, my parents live in Hickory, and my sister, Liz Roper Venable, lives in Winston-Salem, where her husband is a minister at the Moravian Church in Old Salem. Asheville and Lake Junaluska are lovely--- what good places for you to visit!

We had a marathon meeting with the City of Miami officials on Wednesday to work out financial problems and logistics for the Old Miami High School Bungalow relocation. The developer has turned the title over to the City, but he is still threatening to demolish the bungalow if it is not moved by the middle of January. His tenants did not vacate the property until December 3rd, even though they were supposed to be out by November 30, so we are pushing for an extension. But for now we're forging ahead and working as fast as we can to have the contractor, the

EXECUTIVE DIRECTOR

Becky Roper Matkov

power company, the phone company, the tree cutters, and the traffic coordinated for the move—and will round up the media as soon as we can guarantee a definite date for the move. We're also going to have to go to the City Commission to request another \$100,000 to be able to afford to restore the roof with wood shingles instead of a temporary asphalt shingle and to replicate the front porch. It's going to be busy around here after New Year's!

Thank you again for your generous contributions to Dade Heritage Trust and the Old Miami High Bungalow. It's wonderful to have such a caring and knowledgeable supporter!

Have a wonderful Christmas and a healthy and happy New Year.

Sincerely,

A handwritten signature in cursive script that reads "Becky Roper Matkov". The signature is written in dark ink and has a fluid, connected style.

Becky Roper Matkov
Executive Director

Sent to Betty Jones
and
Shelley Baden

As a gift from
Eugene Threadgill
You have been given a membership to
Dade Heritage Trust

Miami-Dade County's largest
historic preservation non profit organization

Your one-year membership entitles you to:

- ♦ A voice for preserving the best of Miami-Dade County's architectural, cultural and environmental heritage
- ♦ *Preservation Today* magazine, Dade Heritage Trust's annual magazine
- ♦ Invitations to Dade Heritage Trust's membership events, including social gatherings, lectures and tours
- ♦ Preservation alerts and mailings of interest to the preservation community
- ♦ *Miami's Historic Neighborhoods Book*, published by Dade Heritage Trust



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Rafael Penalver
Luis Penelas
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Norah Schaefer
Don Slesnick
Herb Sosa

EXECUTIVE DIRECTOR
Becky Roper Matkov

**DADE
HERITAGE
TRUST**

December 20, 2002

Mr. Hodding Carter III, President
John S. and James L. Knight Foundation
One Biscayne Tower Suite 3800
2 South Biscayne Boulevard
Miami, FL 33131-1803

Dear Mr. Carter,

Dade Heritage Trust and MileMarker Productions are proud to enclose the latest edition of the Knight-Foundation funded television documentary, *The New American Crucible*. After the viewing by the Knight Foundation staff, Producer Tom Glennon interviewed additional sources and made some revisions, including more on the Cuban community, which further strengthened the production. We hope you will agree that *The New American Crucible* is an impressive accomplishment.

The documentary is being shown daily now on Metro-Dade television, and APT is offering it nationwide. Attached is the final report for the Knight Foundation grant of \$250,000.

Dade Heritage Trust greatly appreciated having this opportunity to work with the Knight Foundation. We hope we will be able to do so again in other ways.

We have just recently established a Preservation Revolving Fund to save endangered historic properties and revitalize neighborhoods through acquisition, restoration, and low-interest loans. Many of the areas, such as Overtown, the Miami River, and East Little Havana, are areas where Knight Foundation also has a focus. Would the Knight Foundation consider a proposal from Dade Heritage Trust to leverage our Revolving Fund efforts?

Thank you for your generous support in the past, and we hope Dade Heritage Trust can partner with you in the future.

Sincerely,


Becky Roper Matkov
Executive Director

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EXECUTIVE DIRECTOR

Becky Roper Matkov

**DADE
HERITAGE
TRUST**

December 17, 2002

Mr. and Mrs. Neil Robertson
5991 NE 6th Court
Miami, FL 33137

Dear Alyce and Neil,

Thank you, thank you for your gracious hospitality in hosting the Dade Heritage Trust Holiday Party!

Everyone there that evening raved over your gorgeous home, from your elegant dining room to the log burning in the fireplace and the band's lovely music wafting over the pool. The food, the setting, and the company made for a beautiful memory.

We so appreciate your generosity in opening your house and in helping underwrite the event. Your contribution of \$600, for which you have received no goods or services in return, is tax deductible to the extent allowed by law. As a nonprofit, 501©3 organization, Dade Heritage Trust could never do all that we do without the support of dedicated members like you.

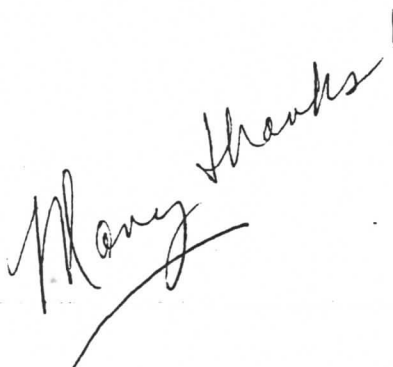
You two are the best! A million thanks!

Have a very Merry Christmas and a Happy New Year.

Sincerely,



Becky Roper Matkov
Executive Director



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EXECUTIVE DIRECTOR
Becky Roper Matkov

**DADE
HERITAGE
TRUST**

December 10, 2002

Dr. Janet Matthews, Director
Division of Historical Resources
500 S. Bronough Street
Tallahassee, FL 32399-0250

Dear Dr. Matthews,

On behalf of Dade Heritage Trust, the largest historic preservation organization in Miami-Dade County, I am writing in support of The Villagers' grant request for State funding for a survey of South Bayshore Drive in Coconut Grove.

The South Miami Avenue-South Bayshore Drive corridor is a treasure of historic architecture. It is also under intense development pressure. A survey would be of great help in protecting the abundant historic resources found in this part of Miami.

We urge your support of this important undertaking.

Sincerely,



Becky Roper Matkov
Executive Director

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EXECUTIVE DIRECTOR

Becky Roper Matkov

DADE HERITAGE TRUST

December 10, 2002

Ms. Vivian Donnell Rodriguez, Director
Miami-Dade County Park and Rec Department
275 NW 2nd Street, 5th Floor
Miami, FL 33128

Re: Calusa Park Playhouse, Key Biscayne

Vivian
Dear Ms. Rodriguez,

The Dade Heritage Trust, our community's largest historic preservation organization, recently named the Calusa Park Playhouse located in Crandon Park to Miami-Dade County's "Ten Most Endangered Sites" for 2002-2003. By focusing the attention of the community and of the media on endangered sites, and by working cooperatively with individual property owners, other organizations and government officials, Dade Heritage Trust seeks to preserve these imperiled places.

The Calusa Playhouse, built in 1917, is considered a highly significant symbol of the heritage of Miami-Dade County. In 1990, the Calusa Playhouse became a historically designated site by the Miami-Dade County Historic Preservation Division. Its designation was made based on the building's age, original function as a bunkhouse for African-American workers of the Matheson Coconut Plantation and its association with the Matheson family, who donated large tracts of land to the County for parks, including Crandon Park.

Unfortunately, today the Calusa Park Playhouse, which is owned by Miami-Dade County Parks, is in a state of disrepair and abandonment. Its current condition is a direct result of an attempt by the Miami-Dade County Parks Department to repair and restore the building after a damaging fire. According to documentation provided by the Miami-Dade County Historic Preservation Division, department employees removed 2/3 of the historic building's siding and roof but did not follow up with the repairs and restoration. In fact, the construction attempt left the building "grossly damaged," according to the Historic Preservation Division.

Exposed portions of the building interior were not covered by tarps to prevent further damage from exposure. The building has further deteriorated since a 1997 demand for immediate corrective action was made by the Historic Preservation Division to Frank Faragalli, Executive Assistant to the Director of the Miami-Dade Parks Department. (Please see attached memo.)

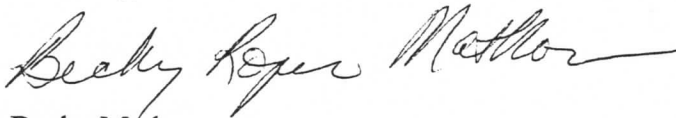
The Dade Heritage Trust is requesting that your department take immediate action to first protect the building from further deterioration. We are also requesting that a plan be developed that would lead to the future restoration of the Calusa Park Playhouse. We understand that insurance proceeds of \$48,951 were available to complete the repairs, which were matched by a state preservation grant of \$30,000, approved Nov. 18, 1996, and an additional \$20,000 which were to become available February 27, 1996. Donations from individuals raised by the Key Biscayne Music and Drama Club may also have been given to the Miami-Dade County Parks Department for restoration and repairs of the Calusa Playhouse.

Dade Heritage Trust would be very interested in assisting your office in the restoration and reuse plans for the Calusa Park Playhouse. Future uses could include the establishment of a visitor's information center focusing on the history of Key Biscayne and Crandon Park, where historical photographs and artifacts could be displayed.

We would be very pleased to meet with you in the near future to discuss the future of the Calusa Park Playhouse. Please contact me at (305) 358-9572 at your convenience to schedule a time when we may meet.

I look forward to hearing from you soon,

Sincerely,

A handwritten signature in cursive script, reading "Becky Matkov". The signature is fluid and extends across the width of the text area.

Becky Matkov
Executive Director

cc: Ivan Rodriguez, Director
Division of Historic Resources

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EXECUTIVE DIRECTOR
Becky Roper Matkov

**DADE
HERITAGE
TRUST**

December 2, 2002

Mr. Robert Lopez
550 East 49th Street
Hialeah, FL 33013

Dear Robert,

On behalf of Dade Heritage Trust, I want to thank you so much for your lovely Christmas letter and donation of \$55.00. Your support is greatly appreciated.

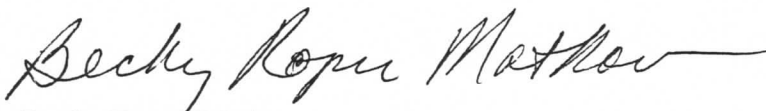
We are also grateful for all the research you have done on endangered historic sites and aviation history, as well as the photos you have taken for us. Your work is of great help in so many ways.

You are a truly wonderful volunteer and advocate for saving the historic sites of our community.

We hope you will be able to attend the Dade Heritage Trust Holiday party on December 16th at 7 p.m. at Neil Robertson's house in Morningside. Please come as our guest, at no charge, as a small way of our thanking you for all you do.

We look forward to seeing you again soon.

Sincerely,



Becky Roper Matkov
Executive Director

Robert Lopez

12.28-02

Hialeah, FL

Dear Members
and friends
of Dade Heritage Trust.

Have a fun
holiday season!

May all of
you and everyone
at Dade Heritage
Trust have a
merry Christmas
and a
happy new year.

Sincerely
Robert Lopez

You guys are
doing a wonderful
job in preserving
the best of
the past for
the future
of Miami's
history and
heritage.



December 27, 2002

Dear Becky,

Would you be so kind as to pass on my heartfelt thank you to the board of Dade Heritage Trust for sending the beautiful basket of flowers that certainly help to brighten my recovery.

It was very thoughtful of the board to remember me during this difficult time. I am touched and appreciative.

I am home now and getting my strength back, but it will take some time. I have a good prognosis and will stick to my regime until all is clear.

Frans is helpful and supportive, so I have all I need now to recover.

In closing, let me wish each and everyone of you a healthy and happy new year.

Again, I thank you for the plants and flowers that still flourish in our home as a reminder of dear friends and Frans' colleagues.

Fondly,

A handwritten signature in cursive script, appearing to read "Peggy Buckner".

DADE HERITAGE TRUST, INC.

FINANCIAL STATEMENTS

JUNE 30, 2002

D. FT

**DADE HERITAGE TRUST, INC.
FINANCIAL STATEMENTS
JUNE 30, 2002**

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DRAFT**Independent Accountants' Report**

To the Board of Directors
Dade Heritage Trust, Inc.

I have audited the accompanying statement of financial position of Dade Heritage Trust, Inc. (DHT) as of June 30, 2002 and the related statements of activities and change in net assets and cash flows for the year then ended. These financial statements are the responsibility of DHT's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards, and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Dade Heritage Trust, Inc. as of June 30, 2002 and changes in its net assets and its cash flows for the year then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, I have also issued a report dated January 16, 2002 on my consideration of Dade Heritage Trust's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grants.

December 13, 2002

**DADE HERITAGE TRUST, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2002**

ASSETS**CURRENT ASSETS**

Cash and equivalents
Prepaid expenses

\$ 66,633
1,257

TOTAL CURRENT ASSETS

102,796

OTHER ASSETS

100

TOTAL ASSETS

\$ 67,990

LIABILITIES AND NET ASSETS**NET ASSETS**

Unrestricted

\$ 67,990

TOTAL NET ASSETS

67,990

TOTAL LIABILITIES AND NET ASSETS

\$ 67,990

DRAFT

The accompanying notes are an integral part of these financial statements.

DADE HERITAGE TRUST, INC.
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED JUNE 30, 2002

UNRESTRICTED NET ASSETS	\$ 30,419
State and local grant income	
Private grant, foundation, sponsorship and donation income	59,806
Event income	66,133
Membership dues	16,380
Interest income	622
Merchandise sales	43,959
Other	2,527
	<u>219,846</u>
TOTAL UNRESTRICTED NET ASSETS	
<u>Expenses</u>	212,382
Programs	27,768
Management and general	14,602
Fund raising	
	<u>254,752</u>
<u>TOTAL EXPENSES</u>	
	(34,906)
INCREASE IN UNRESTRICTED NET ASSETS	
	<u>102,896</u>
NET ASSETS, July 1, 2001	<u>\$ 67,990</u>
NET ASSETS, June 30, 2002	

The accompanying notes are an integral part of these financial statements.

**DADE HERITAGE TRUST, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2002**

CASH FLOWS FROM OPERATING ACTIVITIES:

Cash received from events	\$ 66,133
Cash received from donations, sponsorships and grants	97,502
Cash received from membership dues	16,380
Interest income received	622
Cash received from merchandise sales	43,959
Cash paid to employees and suppliers	<u>(254,752)</u>

NET CASH USED BY OPERATING ACTIVITIES 30,156

)

NET DECREASE IN CASH (30,156)

CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR 96,789

CASH AND CASH EQUIVALENTS - END OF YEAR \$66,633

**RECONCILIATION OF CHANGE IN NET ASSETS
TO CASH USED IN OPERATING ACTIVITIES:**

Decrease in net assets (34,906)

Adjustments to reconcile change in net assets to
net cash used in operating activities:

Decrease in Grants receivable 4,750

NET CASH USED BY OPERATING ACTIVITIES \$30,156

The accompanying notes are an integral part of these financial statements.

**DADE HERITAGE TRUST, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2002**

DRAFT

Note 1 – Nature of Operations

Dade Heritage Trust, Inc. (DHT), is a not-for-profit organization founded to enhance the heritage of Miami-Dade County, Florida's culture through advocacy, education, preservation, and restoration of and for historic sites.

The Organization creates and administrates projects, events, publications, and educational materials to accomplish its goals. As an additional means of fulfilling its mission, the Organization may at times provide or administrative funding for the restoration, improvement, and preservation of historic sites in Miami-Dade County. The Organization derives funding from state, local, and private grants, as well as from donations, membership fees, special event proceeds, and publication sales.

Note 2 – Basis Of Accounting And Financial Reporting

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, Financial Statements of Not-for-Profit Organizations. Under SFAS No. 117, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

REVENUE RECOGNITION

The Organization reports receipts of public and private grant funds as restricted support if they are received with grant contract stipulations that limit the use of funds for defined purposes. When these funds have been expended by the Organization to accomplish the defined purpose, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

The organization reports donations of funds and property as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Membership dues are recognized as revenue for financial reporting purposes in the year the fees are received, inasmuch as the dues are, in substance, contributions, and related services having a direct identifiable cost to the organization are not significant.

Furniture, equipment vehicle

Property and equipment are valued at cost, if purchased, or at estimated market value at date of receipt if acquired by donation. Depreciation is calculated using the straight-line method over the estimated useful lives of the respective assets.

Note 2 – Basis Of Accounting And Financial Reporting (Cont'd)**DRAFT****Income Taxes**

The Organization is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code.

CONCENTRATION OF CREDIT RISK

At times, the Organization may have cash deposits with financial institutions in excess of the insurance limits of the Federal Deposit Insurance Corporation. The Organization limits its exposure by placing its deposit with high credit, quality financial institutions.

MANAGEMENT ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

FUNCTIONAL ALLOCATION OF EXPENSES

The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

DONATED SERVICES

Volunteers contributed numerous hours on administrative and fund-raising services to the Organization. However, these hours do not meet the requirement to be recorded as revenues and expenses under FAS 116.

**DADE HERITAGE TRUST, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2002**

NOTE 3 - COMMITMENTS AND CONTINGENCIES

The Organization has a revocable lease agreement with the City of Miami for the use of a building known as Dr. James M. Jackson's House. Under the terms of the lease, annual rent is \$1 plus sales tax.

The Organization leases a copy machine under non-cancelable operating leases expiring November 2003. Under the terms of the lease, monthly rent is \$235 plus sales tax. Rental expense charged to operations was approximately \$4,799 for the year ended June 30, 2002.

The following is a schedule of future minimum office and equipment lease payments as of June 30, 2002

Years ended June 30.

2003	3,700
2004	<u>1,233</u>
	<u>\$4,933</u>

DRAFT

DRAFT

**Independent Accountants' Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of Financial Statements Performed
In Accordance With Government Auditing Standards**

To the Board of Directors
Dade Heritage Trust, Inc.

I have audited the financial statements of Dade Heritage Trust, Inc. (DHT), as of June 30, 2002, and have issued my report thereon dated December 13, 2002. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether DHT's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and accordingly, we do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered DHT's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be tested within a timely period by employees in the normal course of performing their assigned functions.

I noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.